



## New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	196	Determination Of Eligibility For Functional Services From The Division Of Children'S System Of Care	1/21/2014
Subchapter:	3	Application	
Section	2	<b>How to apply for functional services from the CSOC on behalf of children under 18 years of age (N.J.A.C. 10:196-3.2)</b>	

### **§10:196-3.2 How to apply for functional services from the CSOC on behalf of children under 18 years of age**

(a) DCF shall maintain information on initiating the application process on its website.

(b) To the extent practicable, written material shall be provided in the individual's primary language and in alternate formats as needed. Accommodations are made for applicants who cannot complete the application by himself or herself.

(c) Minimum information submitted shall include, but not be limited to:

1. Social data, such as name, address, telephone number, Social Security number, and present living arrangement;
2. Medical information;
3. Present programs, including the applicant's educational program;
4. Name, address, and telephone number of the individual, if someone other than the person on whose behalf application is being made;
5. Presenting request, such as the specific service(s) that may be desired, if known by the individual;
6. Financial information on the applicant and, as appropriate, the applicant's parents/guardians, including basic information, such as Social Security number and the amount and type of benefits received, and, when applicable, information required to determine the contribution to care pursuant to N.J.S.A. 30:4-60 and 66; and
7. Documentation of residency.

(d) It is the responsibility of the applicant to cooperate with the CSOC in obtaining required records by signing consent to release of information forms and

identifying persons or agencies known by the applicant to be in possession of the needed records.

(e) An application is deemed complete when there is sufficient information to make a determination of eligibility.

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